

**TIP SHEET**  
**C-REQUEST 8.2 @ U.S. Department of Commerce (11/27/07)**  
**HOW TO RECEIVE E-MAIL NOTIFICATIONS WHEN A REQUISITION IS SENT TO YOU**

*If you would like to receive notification of a requisition that has been sent to you without logging into C-Request to check every so often, you can have C-Request send you a notification e-mail.*

Log into C-Request and go to “My Profile”.

Comprizon.Request

Home - Inbox - **My Profile** - Help - Business Rules/Custom Help - Links - Log Off

Home

User: System  
Veri

**Main Menu**

- ▼ **Create**
  - Acquisition Plan
  - Requisition
  - Micro-Purchase
- ▼ **Reports/Searches**
  - Document Search
  - Procurement Search
  - SOW Abstract Search
  - Standard Reports
- ▼ **System Options**
  - P-Card Reconciliation
  - Receipts
  - Supervision
  - System Administration
- ▼ **Other Systems**
  - C.Award

**Just In** **Hotlist** **Recently Accessed** **Worksheet** **Alerts & Messages**

No new documents.

Once on the Verify User Screen please enter your C-Request password into the password box.

Comprizon.Request

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

Verify User

User: System  
Veri

**Main Menu**

- ▼ **Create**
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Enter your logon password. Click on the Continue link to edit your User Profile.

\* Password:

» Continue » Cancel

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This will bring you to the “My Profile” screen. Please view “E-Mail Address” make sure that your e-mail address is entered here correctly.

Under “PREFERENCES” you will see the option for “Send E-Mail when items are routed to inbox:” By checking this box it will allow you to have e-mail sent to the e-mail address that you have selected.

After these changes have been made please click on “Save”

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

**Comprizon Request** My Profile User: System (Train) Adminis Version: 8.2 SP5 Scre

**User Profile Detail Menu**

- Options
  - Account Codes
  - Courses
  - Teams
  - Templates
- System Options
- Other Systems
  - C.Award

**Administration** Addresses Authority Warrants Logins/Passwords

**User Information**

\* Code: SA1

\* First Name: System (Train) \* Last Name: Administrator

Title: System Administrator Phone Number:

Fax Number: Other Phone:

\* Office: CSTARS E-Mail Address: iKendall@doc.gov

Active: Y

**Preferences**

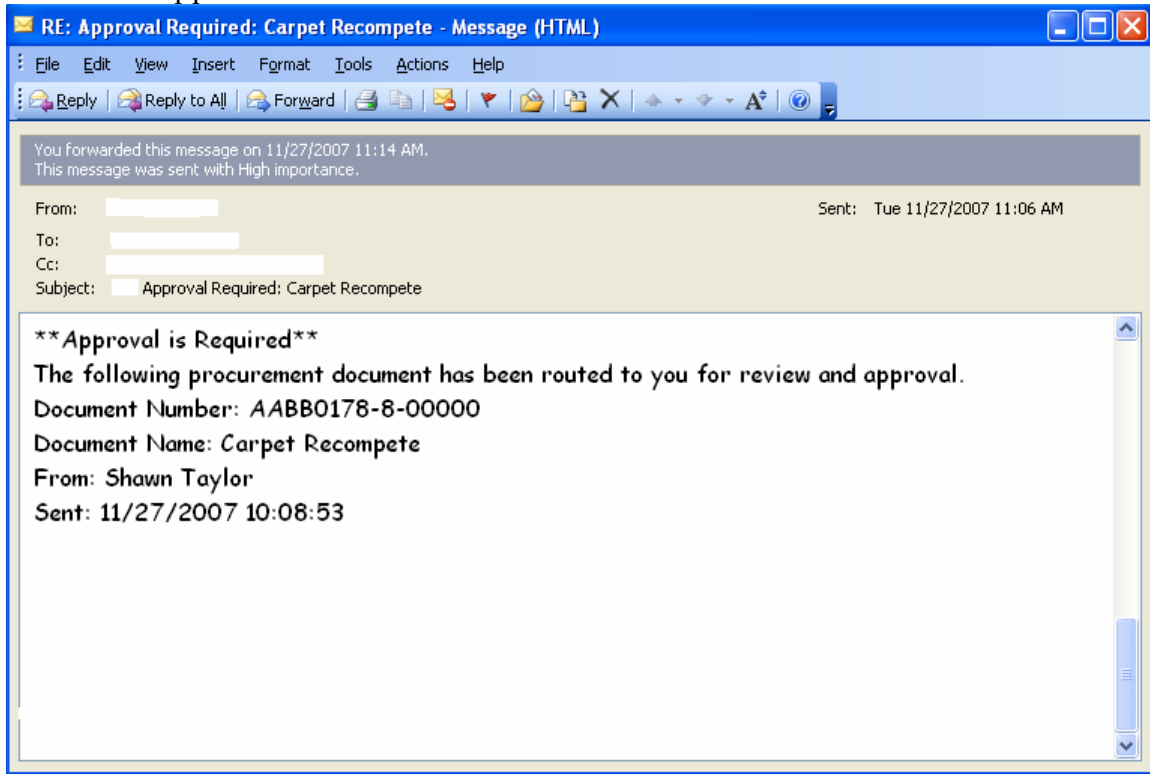
Send E-Mail when items are routed to Inbox: ☒ Send E-Mail for Action Alerts: ☐

Forward Items Routed to my Inbox: ☐

» Save » Apply » Reset » Cancel

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**SENT TO YOU**

Now when you receive a requisition in C-Request you will receive an e-mail from [Comprizonsuite@ocs.doc.gov](mailto:Comprizonsuite@ocs.doc.gov) informing you that you have a requisition that needs your review and approval.



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[\*\*Forward Notifications\*\*](#)

*If you are going to be out of the office and you would like to have someone "Review and Approve" the requisitions that are sent to you please follow the steps below.*

Log into C-Request and go to "My Profile".

Comprizon.Request Home User: System Veri

Home - Inbox - **My Profile** - Help - Business Rules/Custom Help - Links - Log Off

**Main Menu**

- ▼ **Create**
  - Acquisition Plan
  - Requisition
  - Micro-Purchase
- ▼ **Reports/Searches**
  - Document Search
  - Procurement Search
  - SOW Abstract Search
  - Standard Reports
- ▼ **System Options**
  - P-Card Reconciliation
  - Receipts
  - Supervision
  - System Administration
- ▼ **Other Systems**
  - C.Award

Just In Hotlist Recently Accessed Worksheet Alerts & Messages

No new documents.

Once on the Verify User Screen please enter your C-Request password into the password box.

Comprizon.Request Verify User User: Syst Veri

Home - Inbox - **My Profile** - Help - Business Rules/Custom Help - Links - Log Off

**Main Menu**

- ▼ **Create**
  - Acquisition Plan
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Enter your logon password. Click on the Continue link to edit your User Profile.

\* Password:

» Continue » Cancel

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**HOW TO RECEIVE E-MAIL NOTIFICATIONS WHEN A REQUISITION IS SENT TO YOU**

This will bring you to the “My Profile” screen. Under “PREFERENCES” check the box next to “Forward Items Routed to my Inbox” once this box has been selected next to Forward E-Mail to a box will appear. Please click on the “magnifying glass”

The screenshot shows the 'My Profile' page in the Comprizon.Request system. The page has a blue header with navigation links: Home, Inbox, My Profile, Help, Business Rules/Custom Help, Links, and Log Off. The user is identified as 'System (Train) A' with version '8.2 SP5'. The left sidebar contains a 'User Profile Detail Menu' with sections: Options (Account Codes, Courses, Teams, Templates), System Options, and Other Systems (C.Award). The main content area has tabs for Administration, Addresses, Authority, Warrants, and Logins/Passwords. The 'Administration' tab is active, showing 'User Information' and 'Preferences'. In the 'Preferences' section, the 'Forward Items Routed to my Inbox' checkbox is checked, and the 'Forward E-Mail to' field is highlighted with a pink box, showing 'CED' and a magnifying glass icon. At the bottom, there are buttons for Save, Apply, Reset, and Cancel.

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

Comprizon.Request

My Profile

User: System (Train) A  
Version: 8.2 SP5

\* = Required

**User Profile Detail Menu**

- Options
  - Account Codes
  - Courses
  - Teams
  - Templates
- System Options
- Other Systems
  - C.Award

**Administration** Addresses Authority Warrants Logins/Passwords

**User Information**

\* Code: SA1

\* First Name: System (Train)

Title: System Administrator

Fax Number:

\* Office: CSTARS

Active: Y

\* Last Name: Administrator

Phone Number:

Other Phone:

E-Mail Address: iKendall@doc.gov

**Preferences**

Send E-Mail when items are routed to Inbox: ☐

Send E-Mail for Action Alerts: ☐

Forward Items Routed to my Inbox: ☒

Forward E-Mail to: CED

» Save » Apply » Reset » Cancel

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This will bring up the search screen so that you can search for the person who you would like to have notified. Once you have located that person click on Select. This will enter the user ID in the Forward E-Mail to: box.



Office: CSTARS (My Office) v

Authority Type: All v

Filter Criteria: First Name v Begins With v Crystal

>> Search >> Close

Displaying 1 - 2

Agent Code	Name	Office	Title	Select
<a href="#">CED</a>	Crystal Davis	CSTARS	Procurement Analyst	
<a href="#">OAM</a>	CRYSTAL DAVIS	CSTARS		

If this user wants to be notified by e-mail of requisitions that are sent to them, please make sure they follow the steps on page 1-3.